

CONSTITUTION OF THE WESTERN NEW YORK PEDIATRIC AND ADOLESCENT COALITION

Article I - MISSION STATEMENT

The Western New York Pediatric and Adolescent Coalition is a regional coalition committed to increasing immunization rates and increasing lead testing rates through quality healthcare initiatives, public awareness and community support. We have opened up the lines of communication between health insurance agencies, private pediatric practices, state/local health departments and pharmaceutical companies.

Our goals are simple: complete immunizations for ALL children and adolescents per the CDC recommendations, and lead testing for ALL children ages 1 and 2.

Article II - COALITION MEMBERSHIP

1. The Coalition membership shall consist of all persons who understand and support our mission statement and our goals.
2. There shall be two distinct types of membership in the Coalition. A member may be a General Member (an interested party who supports the mission statement but does not take an active role in the Coalition), or a Voting Member (a General Member who is an active participant in one of the standing or floating committees of the Coalition).
3. All members shall have the right to be heard.
4. All qualified members have the right to vote.

Article III - SELECTIONS AND VACANCIES

1. A Coalition member may submit their name as a candidate for one of the Officers.
2. Term of office will constitute two years.
3. Officers will be selected by a simple majority of those qualified members of the Coalition.
4. In the case of a vacancy, the Executive Committee will elect a replacement.

Article IV- OFFICERS

1. At the October meeting of the Coalition, the following shall be elected to serve a term of two years: Chairperson, Co-Chairperson, Recording Secretary, Corresponding Secretary and Treasurer.

2. A vacancy of any of the above offices shall be filled by the remaining Officers.
3. General duties of the Officers shall include:

Chairperson

- Direct/control monthly meetings
- Plan monthly agenda
- Promote the Coalition in a positive manner
- Be available for Coalition activities
- Act as a spokesperson for the Coalition

Co-Chairperson

- Assist Chairperson as needed
- Direct monthly meetings in absence of Chairperson
- Promote the Coalition in a positive manner
- Be available for Coalition activities
- Review yearly documents and prepare an annual report
- Assume the position of Chairperson at the end of the Chairperson's term

Recording Secretary

- Take minutes at monthly meetings and distribute to members
- Maintain records pertinent to the Coalition's business and history:
 - Minutes of the meetings
 - Monthly agenda
 - Attendance sheets
 - Listing of dates for the current year's meetings
 - Current membership list with updated information
- Promote the Coalition in a positive manner

Corresponding Secretary

- Composing of documents such as press releases or correspondences
- Copy of all materials distributed by the Coalition such as letters, press releases, brochures, presentations, reports, forms and ad copy
- Act as Recording Secretary in the absence of that Officer
- Promote the Coalition in a positive manner

Treasurer

- Maintain the financial records for the Coalition
- Prepare a financial statement for the monthly meetings
- Prepare a yearly statement for review by the Coalition membership
- Work with the Financial Committee as needed
- Promote the Coalition in a positive manner

Article V- MEETINGS

1. Regular meetings of the Coalition shall be held on the second Wednesday of the month from 9am to 10:30 am or as agreed upon by the members.
2. Special meetings of the Coalition may be called by the Executive Committee as needed.
3. A quorum for the purpose of a vote on any issue shall constitute a simple majority of those eligible members. Members will be notified in advance of any issues requiring a vote. Fax votes received with the Member's signature will count in all matters.
4. Coalition meetings shall be open to all interested persons. Members not serving on any active or floating committees will have the right to be heard but shall not have the right to vote.

Article VI- STANDING AND TEMPORARY COMMITTEES

1. All Coalition members are expected to participate in the activities of one or more of the standing or temporary committees.
2. Standing committees and a brief description of their general areas of competence shall be:

Executive- shall consist of the Chairperson, Co-Chairperson, Recording Secretary, Corresponding Secretary, and Treasurer. Duties outlined above.

Fund raising/Finance- shall work to seek areas to raise funds and the areas to allocate funds.

Coalition Development- shall establish a Constitution, as well as areas for further growth and development of the Coalition.

Communications – shall develop written educational materials that are intended for distribution by the Public Relations Committee

Public Relations- shall work to further the Coalition's knowledge and accomplishments to the general public.

Outreach- shall look for arenas in the Western New York area that our Coalition can become involved in to further our mission.

Web site- shall work on the developing, maintaining, and updating our web site.

3. Temporary committees may be organized as necessary by the majority vote at any regular meeting of the Coalition.
4. Each standing and temporary committee shall have a Chairperson who will be the spokesperson

for that committee. The committee shall determine who that Chairperson shall be.

5. The standing and temporary committees shall:

Identify the needs of the Coalition within the realm of the committee.

Formulate short and long term goals and implement plans to reach these goals.

Communicate and work with other committees and members of the Coalition in order to achieve these goals.

Prepare and submit to the Coalition a report of the committee's activities.

Article VII- AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by majority vote at any regularly scheduled meeting of the Coalition. Any proposed amendments must be submitted in writing to all voting Coalition members at the regularly scheduled meeting preceding the meeting at which any proposed amendment is to be voted on.

Article VIII- BY-LAWS

By-laws to this Constitution may be adopted as deemed necessary by the majority vote at any regularly scheduled meeting of the Coalition at which there is a quorum.

This Constitution was approved and ratified by the following members of the Western New York Pediatric and Adolescent Coalition on the ____ day of _____, 2005.